

Getting started with: Microsoft Teams



This guide is intended to help Hanford Advisory Board (HAB) members get started with Microsoft Teams! Teams is a versatile communications tool that can be used not only for remote meetings, but also for HAB committees and Issue Manager teams to stay in share information and discuss their topics.

This guide will cover the basic functions of Teams. Teams often provides multiple options for performing any function of the application; you're encourage to explore and try things out for yourself!

Definitions

Microsoft Teams is a communications application developed by Microsoft. A **team** is a grouping of people within Microsoft Teams. Teams are made up of **channels**, which allow for the conversations between team members. Channels are typically dedicated to a specific topic, subgroup, or project.

The HAB committees are organized into **teams** while a **channel** might be dedicated to a topic or an Issue Manager team.

While channel conversations are public, **chats** are just between you and someone else (or a group of people). They are much like text or instant messages.

Accessing Microsoft Teams

To access Microsoft Teams, you must have a Microsoft 365 account or create a free account. You can choose to access Microsoft Teams via your web browser (online version) or using the application installed on your computer. There are only subtle differences between the look and feel of each version but there are some functionality differences. The desktop application has all available features.

Login to Microsoft Teams online:

1. Open your web browser and enter teams.microsoft.com.
2. If not, enter your Microsoft 365 username and password; if you are already logged into your Microsoft 365 account, you will be taken straight into Teams.
3. You will now see the **Microsoft Teams** online window.

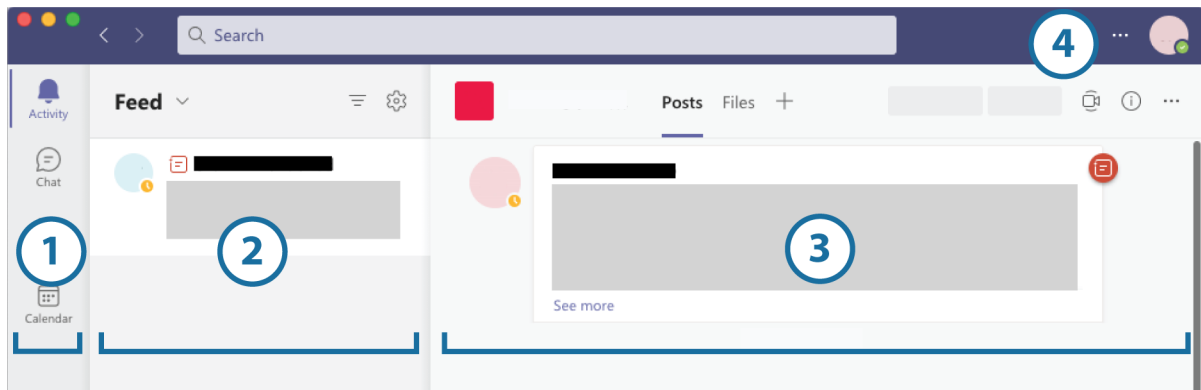
Login to Microsoft Teams application:

1. Launch the application by selecting the desktop icon, selection through the start menu, launchpad, or other method; this differs by system and user setup.
 - a. If you have not already downloaded the Microsoft Teams app to your computer, log in to Microsoft Teams online (as shown above), then select your profile picture and select **Download the desktop app**.
 - b. Open the downloaded file and follow the prompts to install the app to your computer.

2. Enter your Microsoft 365 username and password when prompted; if you are already logged into your Microsoft 365 account, you will be taken straight into Teams.
3. You will now see the Microsoft Teams window.

Microsoft Teams Window

Your teams Microsoft Teams window should look something like this:

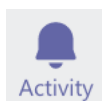


The colors, icons, sizes, or other visual aspects may vary slightly dependent on the version used, but the overall layout and functionality should be similar.

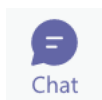
1. **App Bar:** this contains buttons for navigating around various functions. Within this guide, we'll look at Activity, Chat, Teams, and Calendar.
2. **Middle Pane:** will display content specific to the selected app in the App Bar. This might not be present for certain app selections or if the Microsoft Teams window size is too small.
3. **Right Pane:** This is your primary working space; allowing you to read and participate in discussions, manage your calendar, access shared files, and more.
4. **Top Menu:** The top menu bar provides access to additional navigation tools, the search box, and additional settings.

Important Functions

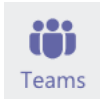
The most commonly used functions will be available in the App Bar by default. They include:



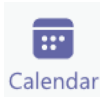
Activity: Shows your Activity Feed, a summary of everything that's happened in the channels that are in your teams list.



Chat: Lists active chats, which may include individual chats with just one other person, group chats, and conversations in channels. You may have participated in a group chat during a HAB meeting!



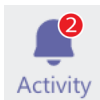
Teams: Shows each team and channel that you have joined. You should have been invited to a team for each HAB committee and a channel for each Issue Manager team that you participate in.



Calendar: Shows all upcoming meetings and appointments that have been scheduled in Teams or Outlook. You can join scheduled meetings through the calendar.

The selected item will be colored purple, while all other items will be colored grey.




Viewing your Activity Feed



Select **Activity** in the App Bar to view your Activity feed, a summary of everything that's happened in your teams and channels. When a red circle appears next to **Activity**, you have a notification—such as an “@mention” (a mention of you, specifically) or a reply—in your feed.

Chatting

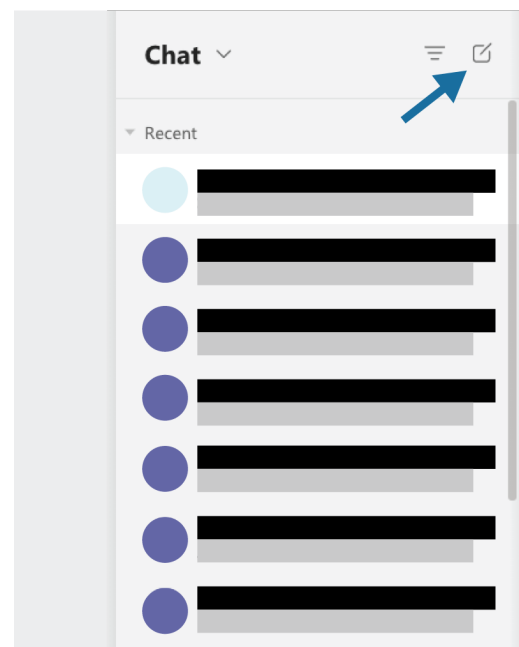
Chat works much like text messaging on a phone. You can have one-on-one conversations or hold small group chats. Select **Chat** in the App Bar to get started.

You start one-on-one and group chats the same way: by selecting the **New chat** icon  at the top-right of your chat list in the middle pane (pictured). Once you've selected **New chat**  and entered all participants names or emails, compose your message in the text box and then select **Send** . This starts the chat.

Once in a chat, you'll be able to send messages that include files, links, pictures, or anything else.

Video meetings will have a chat associated with them! These will show up in your chat list in the middle pane when the meeting starts.

Note: When composing a message, **Shift+Enter** starts a new line; **Enter** will send the message



The middle pane when the Chat app is selected.

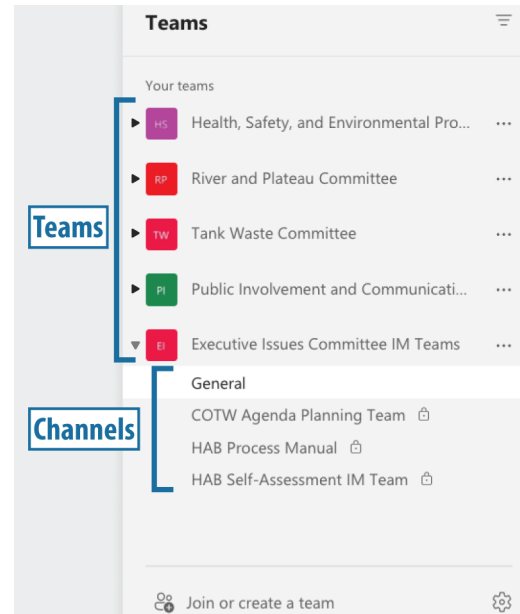
Navigating your Teams and Channels

Upon selecting **Teams** in App Bar, the middle pane will populate with all the teams you have joined.

When a team is selected or expanded (by selecting the down caret), channels will show up as a nested list beneath the team. Teams are made up of channels, which are the conversations you have with your team members. Channels sit inside of teams like files would sit inside folders; use the caret icon (▶, ▼) to expand or collapse a team.

Channels might be created to focus discussion on a specific topic, interest, or project. Each Issue Manager team will have a channel. In the example to the right, the Public Involvement and Communication Committee Team has two channels: General and Principles for Effective Public Communication.

Conversations within channels can be seen by all team members that have been invited to the channel.



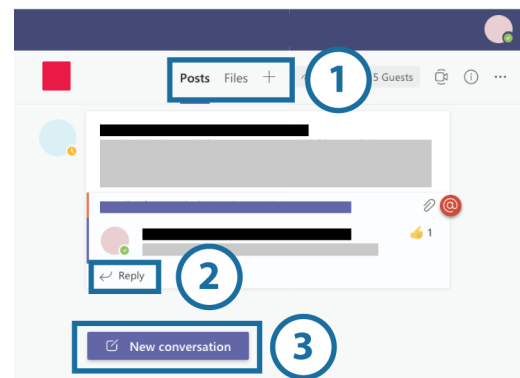
The middle pane when the Teams app is selected.

Participating in Channel Conversations

Conversations occur within channels. Select any channel to see what your teammates are talking about!

When a channel is selected, the right pane should remember the picture to the right. Some notable tools available to you include:


1. **Tabs:** Common tabs will include **Posts** and **Files**. Select Posts to view conversations within the channel.
2. **Reply:** This will allow you to reply to an existing conversation. Posts are threaded, meaning that replies to a channel message stay attached to the original message. This makes it easy to follow each individual discussion topic.
3. **New Conversation:** This will allow you to compose the first post of a new conversation.



The right pane when a channel is selected.

Files

The Files Tab is where all the files that have been shared in the channel get stored. Files will include all items that were included as post attachment, as well as those specifically uploaded through the Files interface.

You can upload your own files either by attaching them to a post (select the **Attach**  button in the toolbar under your message) or by navigating to the **Files** tab and selecting **Upload**.

Calendar and Meeting Setup

Select Calendar in the App Bar to see all upcoming meetings and appointments scheduled in Teams, Outlook, or Exchange accounts using the same login email. Meetings can be scheduled and launched from the calendar as well.

If you use Outlook to manage your email, your Teams calendar should be populated automatically; if not, that's okay! You can still join any scheduled meeting through a link provided by email; open the link in any web browser and it will direct you to Teams, whether you're running the application on your desktop or through the web.

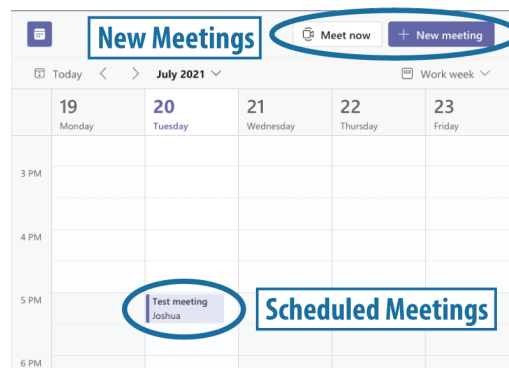
Starting and Scheduling Meetings

You can start or schedule new meetings at will. Simply select **Meet Now** or **New Meeting**.

Meet Now will allow you to invite other Teams users and immediately launch the meeting. Once your meeting starts, select **Add Participants** to start inviting your team members.

When selecting **New Meeting**, meeting detail options will appear for you to fill in. The meeting you schedule will appear on your calendar and anyone that you invite should receive a notification by email and within Teams.

To join a meeting that has been scheduled and is present on your calendar, select the calendar entry and select **Join** in the resulting popup.



The primary calendar functions.

Additional Information

Microsoft provides information and step-by-step instructions for all functions within Teams. If you're having difficulty or interested in learning more about Teams, please visit: <https://support.microsoft.com/en-us/teams>.